

TO: One-Stop Program Directors and Managers

FROM: Betsy Bedwell, Deputy Commissioner  
Field Operations

DATE: November 8, 2001

SUBJ: DWD Communication #2001- 18  
PY'00 Wagner-Peyser Incentive Awards and Access Procedures

RE: Wagner-Peyser 7B Funding

**Purpose:**

The purpose of this communication is to announce Wagner-Peyser incentive awards to state merit staff in workforce service areas (WSAs) for PY'00 WSA performance, and to establish procedures for accessing these awards.

**Rescissions:**

None.

**Background:**

Incentive dollars are available this program year for state merit staff in WSAs who met or exceeded Wagner-Peyser performance standards set forth last program year.

**Content:**

DWD Communication #2000-4, "PY'00 Local Performance Levels and Incentive Awards Policy," dated July 24, 2000, described the state's strategy for distributing incentive funds using WIA and Wagner-Peyser incentive funds. In that policy, half of the Wagner-Peyser 7b incentive funds were earmarked for rewarding success on meeting Wagner-Peyser goals, while the other half was earmarked for rewarding success on meeting Indiana's one-stop system measures. This communication deals with the first half of these awards, which totals \$20,000.

DWD Communication #99-44, "Wagner-Peyser Performance Measures and Incentive Awards," dated May 3, 2000, provided the foundation for specifically evaluating Wagner-Peyser success in PY'00. In that policy, the following distribution strategy was announced:

...half of the amount to be distributed will be equally divided among WSAs who meet all five PY'00 Wagner-Peyser satisfaction, usage and service performance goals.

The remaining half will be distributed to those who have not only met all five standards, but also exceeded one or more of their three usage and service standards by 5% (the estimated target for the ensuing year's performance). This share of the award will be equally distributed based upon the number of standards exceeded.

Nine WSAs met all the goals established for their area. They are identified in the attached tables. As the purpose of the incentive awards is to reward field staff for accomplishing/exceeding goals, the incentive award dollars will be directed toward morale-linked projects which are reasonable and necessary for operation of programs.

Below are examples of how the incentive awards may be used:

- o procurement of training such as contracting for computer courses for staff,
- o purchase of certain types of appropriate decorations for the office,
- o addition of hourly staff during periods of peak activity and for major projects,
- o attendance of staff at work-related conferences, and
- o addition of automated equipment.

This list is **not** all inclusive and managers and program directors are to consult with staff to determine use of the awards that best meets their needs and those of the customers.

Examples of how the awards may **not** be used are:

- o rent or leases that will be a continuing obligation,
- o bonuses or other payment to staff (payment or payment in kind),
- o awards banquets, parties, etc., or
- o salaries of permanent employees.

Managers and program directors will prepare a plan to spend the award. For each item in the plan include the following:

- o a description,
- o justification, and
- o approximate cost of each item.

A portion of the funds may be reserved in the plans for contingent spending such as money to hire hourly employees for a recruiting project.

Submit the completed plan to Carol Baker, Director of Implementation, for review and approval. Once the plan is approved, the items included can be procured using regular DWD procurement procedures.

**Effective Date:**

Immediately.

**Ending Date:**

This award will be available for use through June 30, 2002.

**Action:**

Follow the procedures outlined in this communication. Submit the plan to Carol Baker, Director of Implementation, by January 18, 2002.

If you have any questions about appropriate expenditures of incentive awards, contact Carol Baker at 317/232-4259. If you have any questions about procurement, contact Judy Fair at 317/232-7471.

Attachments

cc: WIB Chairs  
WIB Directors

## Final PY'00 Wagner-Peyser Performance

WSA		EMPLOYERS SERVED				JOB ORDERS				SECURED EMPLOYMENT				HI CITIZEN SATISFACTION		HI EMPLOYER SATISFACTION	
		Actual	Target	Met	+5%	Actual	Target	Met	+5%	Actual	Target	Met	+5%	Actual	Met	Actual	Met
Northwest	1	740	991	N	N	2,161	2,146	Y	N	6,691	2,601	Y	Y	43.8	N	56.8	Y
Kankakee Valley	2	742	741	Y	N	1,726	1,605	Y	Y	4,008	1,945	Y	Y	44.3	N	58.0	Y
Northern	3	839	832	Y	N	2,047	1,802	Y	Y	7,264	2,183	Y	Y	46.9	N	51.1	Y
Northeast	5	1,264	1,183	Y	Y	2,954	2,563	Y	Y	6,605	3,105	Y	Y	64.1	Y	62.0	Y
Tecumseh Area	6	661	623	Y	Y	1,618	1,350	Y	Y	3,239	1,635	Y	Y	56.7	Y	60.6	Y
North Central	7	583	544	Y	Y	1,563	1,178	Y	Y	3,258	1,427	Y	Y	51.9	Y	59.2	Y
Madison/Grant	8	583	560	Y	N	1,355	1,213	Y	Y	4,837	1,470	Y	Y	51.1	Y	54.4	Y
East Central	9	746	683	Y	Y	1,823	1,481	Y	Y	5,019	1,794	Y	Y	56.1	Y	59.8	Y
Western	10	431	409	Y	Y	1,022	886	Y	Y	4,537	1,074	Y	Y	57.6	Y	55.3	Y
Circle Seven	11	498	552	N	N	1,292	1,196	Y	Y	2,877	1,449	Y	Y	58.3	Y	61.0	Y
Marion County	12	1,161	1,356	N	N	3,296	2,939	Y	Y	10,946	3,560	Y	Y	60.1	Y	47.0	N
Southeast	13	716	665	Y	Y	1,840	1,440	Y	Y	4,804	1,745	Y	Y	62.2	Y	58.2	Y
Shawnee Trace	14	991	826	Y	Y	3,101	1,789	Y	Y	6,637	2,168	Y	Y	59.8	Y	54.4	Y
South Central	15	630	622	Y	N	1,622	1,349	Y	Y	3,966	1,634	Y	Y	55.6	Y	48.3	N
Southwest	16	521	640	N	N	1,312	1,387	N	N	4,721	1,680	Y	Y	62.9	Y	41.2	N
Southern Seven	17	822	773	Y	Y	3,197	1,675	Y	Y	3,963	2,030	Y	Y	73.2	Y	52.2	Y
Statewide Undup.		11,527	12,000	N	N	31,950	26,000	Y	Y	82,369	31,500	Y	Y	56.6	Y	55.4	Y

CITIZENS SERVED			
	Actual	Target	Met
Statewide	368,827	315,000	Y

## Awards for PY'00 Wagner-Peyser Performance

WSA	Met All?	Meeting Share	# Exceeded	Exceeding Share	Total Award
Northwest	N	-0-	NA	-0-	-0-
Kankakee Valley	N	-0-	NA	-0-	-0-
Northern	N	-0-	NA	-0-	-0-
Northeast	Y	\$1,111	3	\$1,154	\$2,265
Tecumseh Area	Y	\$1,111	3	\$1,154	\$2,265
North Central	Y	\$1,111	3	\$1,154	\$2,265
Madison/Grant	Y	\$1,111	2	\$769	\$1,880
East Central	Y	\$1,111	3	\$1,154	\$2,265
Western	Y	\$1,111	3	\$1,154	\$2,265
Circle Seven	N	-0-	NA	-0-	-0-
Marion County	N	-0-	NA	-0-	-0-
Southeast	Y	\$1,111	3	\$1,154	\$2,265
Shawnee Trace	Y	\$1,111	3	\$1,154	\$2,265
South Central	N	-0-	NA	-0-	-0-
Southwest	N	-0-	NA	-0-	-0-
Southern Seven	Y	\$1,111	3	\$1,154	\$2,265
<b>Totals</b>	9	\$9,999	26	\$10,001	\$20,000